

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

October 2, 2003

(Approved November 6, 2003)

Members Present: Karen Schlitzer, Robert Nelson, Ronald O'Keefe, Les Cartier, David Duquette, Stephen Carrier, John Hoglund, Peter Russell, Richard Mason.

Members Absent: Edward Murdough, John Stephen, Roger Hatfield, Joseph Butts, Corey Landry, Donald Bliss.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Susan Beaudoin, Recording Secretary. Also--Chief Scott Weden, Ashland Fire Department; Chief Al Burbank (Retired), Waterville Valley Fire Department; and former Commission members Paul Fortier and Stephen Judge.

I. CALL TO ORDER

Item 1. Pledge of Allegiance to Flag. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:10 a.m. on Thursday, October 2, 2003 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

Item 2. Introductions. As there were guests present, Chair Duquette asked everyone to introduce themselves and indicate the organization that they represent.

II. APPROVAL OF MINUTES

Item 1. September 4, 2003. **Motion** was made by Commissioner O'Keefe, seconded by Commissioner Russell, to accept the Minutes of the September 4, 2003 Commission meeting with the following corrections:

- (a) Page 2, Item 2, next to the last line, change the name “Cartier” to “Carrier,” so it reads: Add Commissioners Hatfield, Carrier, and Fortier to the “Members Absent” list.
- (b) Page 5, section (e), combine paragraphs one and two into one paragraph as they are related.

Motion passed unanimously.

III. CHAIR’S REMARKS

Chair Duquette welcomed the Commission members and the guests, especially Paul Fortier, former Chair of the Commission.

IV. COMMITTEE REPORTS

Item 1. NFPA Standards 1031-1033-1035. Commissioner Hatfield was not present. Chair Duquette noted that an update on the NFPA Standards 1031, 1033, and 1035 is in the Curriculum Status Report that is in the Commission members’ packets for today.

Item 2. Emergency Medical Services Liaison. Chair Duquette reported that he attended the meeting of the EMS Trauma Coordinating Board that was held at the Monadnock Community Hospital in Peterborough in September. The following items were discussed at that meeting:

- (a) They will be hiring someone on a part-time basis to handle the distribution of the external defibrillators that were purchased for rural communities in New Hampshire.
- (b) Protocol development is in the works.
- (c) Data collection meetings are still going on for the development of the trauma and EMS information systems.
- (d) The second instructor training program, training EMS and fire instructors together, will be done this month in Manchester.

Item 3. Fire Marshal's Office. Director Bliss was absent. Commissioner Cartier reported on the following items:

- (a) The Risk Watch kickoff went well this past Thursday and Friday.
- (b) It looks like they will be getting the grant to hold a seminar on NFPA 54 and 58. There is a review meeting for the grant this month.

Item 4. Forest Protection Bureau. Commissioner Nelson reported on the following items:

- (a) They are going through organizational changes. They have four in-house applicants for the new regional Ranger position. They also have two Forest Ranger positions available, and they have no in-house applicants for those positions. A public notice will be going out soon for those two positions, and applicants who interviewed for a Forest Ranger position last year will be contacted as they are already certified.
- (b) They filled the two vacant positions in the fire towers at Federal Hill and Pawtuckaway. Those two towers have been up and operating for two weeks now. They are getting all the towers ready to close for October 16, with the possibility of extending that through October 30 if necessary.
- (c) They completed the 12 tower dedication ceremonies, and the majority were very well attended, and the fire service was well represented at most of those dedications.
- (d) Out-of-state fires have not been of much concern lately. There has been discussion on how to reach out to other qualified firefighters who are in the career structural fire side. Most of the structural fire chiefs received a letter last month looking for some of those trained personnel. There is no reimbursements to the local departments for those people going out; they would have to make their own arrangements. They are looking to try to expand the base of people who are eligible to go on those details.
- (e) Business is picking up on the timber harvesting law enforcement front. They are continuing to pick up more felony cases for timber theft and timber trespass throughout the State. They are working with their representatives from the Attorney General's Office and the local county attorneys as they are the ones who have to handle these cases. The Division is not able to prosecute those on their own. People are crossing over boundary lines; that is one thing they are working with the land owners on is that they have to have properly marked boundary lines because they do have a level of proof. They are doing a series of municipal workshops; they are starting on their annual loggers and foresters workshops; also working on their Spring Warden/Deputy Warden training sessions and they are hoping to increase the attendance at those training sessions.

Chair Duquette asked about the regulations on trash burning. Commissioner Nelson answered that the enforcement part of it is working fairly well; there are still some glitches. They are to be working to educate people as to what the law changes are. He is not aware of a lot of legal action other than written or verbal warnings going to individuals at this point in time. New wood-fired furnaces where the wood furnace is separate from the residence

and you can burn four-foot wood in these furnaces and feed the heat into the house are a problem as they are generating a lot more smoke, which people are complaining about. There is nothing really the Division can do as they are permitted devices to burn clean wood material in and there is a stack on it. Commissioner Nelson has spoken to a couple of people who have said they have contacted their legislators.

Commissioner Russell stated he understands that you can still burn garbage in your own stove. Commissioner Nelson said that is his current understanding. There are some burdens of proof that have to be made and you have to go through a much more in-depth legal process to be able to gain access to a person's residence. Commissioner Nelson said that would have to be addressed to the Department of Environmental Services. It's a matter of some concern. Not all wood stoves and devices are air tight. Also, people are burning large quantities of plastic; when that material goes up the stack and starts to cool, it forms a very effective plug.

- (f) The next Federation of Wardens Associations meeting is Tuesday, October 14 at 9:30 a.m. at the Hooksett Fire Safety Complex. Anyone is welcome to attend.
- (g) Commissioner Russell asked about the contracts that Commissioner Nelson had referred to at a previous meeting. Commissioner Nelson replied that all the contractual issues were addressed with the State budget approval.

Item 5. Emergency Preparedness and Security. Commissioner Landry was absent.

Chair Duquette noted that Tom Rindge, Secretary of Homeland Security, was here at the Fire Academy last week. At the time, Chair Duquette was teaching a Driver/Operator class in Derry. He had to excuse himself from the class and have someone stand in for him for a couple of hours to come to the Academy while Secretary Rindge was here. The unsolicited feedback from the students was that they thought it was great that we had representation at the Commission level and all aspects of the fire service there.

Director Mason said the Secret Service was here the day before the visit, and it's a very professional organization to deal with. When Secretary Rindge was here, the Tech College students were doing SCBA in the fire station and had already done their donning for time. We had them do the donning again for Secretary Rindge. He was very intrigued with that

and spoke to them at some length. After he exited the fire station, he went back in to watch them do a couple more drills.

The \$9.1 million grant is to build a three-story building with the main entrance on the third floor with a 75-car parking lot up there. The building will house the Fire Marshal's Office, Emergency Management, State Police Communications, Department of Transportation Communications, and Emergency Communications (E-911).

Commissioner Russell asked if we knew about the additional amount of \$26 million that Jeb Bradley talked about recently. Director Mason replied that he did not know what that was for. He also mentioned that Jeb Bradley is not a member of the Fire Service caucus, and he is going to write to him to ask why.

Commissioner Cartier noted that money has been received for Portsmouth, and two more Coast Guard cutters have been deployed there.

Item 6. Curriculum Review. Vice Chair Duquette reported that the Curriculum Status Report was in each Commissioner's packet and is as follows:

- (a) Driver/Operator – Pumps:
A second pilot was completed in the field with Alton on an evening schedule basis. Other classes are in progress with Auburn and Derry.
- (b) Hazardous Materials -- Operations:
This program is well underway at this point with no problems reported.
- (c) Hazardous Materials -- Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress. We are currently looking to do a course for Gorham before too long and have added more instructors as a result of the train-the-trainer (TtT) held recently.
- (d) Aircraft Rescue & Fire Fighting (ARFF):
The curriculum is ready to go; we have in hand some photographs from Manchester Airport to be added to the manual. A TtT for ARFF instructors took place on September 26, with good results. At this time we are ready to deliver the first pilot. We have had a number of firefighters complete the eight-hour recertification program thus far, which seems to be our bread and butter. A number of eight-hour recertification classes have been scheduled this spring.
- (e) NFPA 1030 Series:
NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners--a September class is scheduled for two weekends at

the Academy. At this point classes will be scheduled periodically as they consistently fill up. We are ready for an Inspector II visiting committee soon.

Chief Weden stated that he sent a Lieutenant to the Fire Inspector program, and he came back with a wealth of information. Chief Weden said that his hat is off for a great course.

NFPA 1033, Standard for Professional Qualifications for Fire Investigator is in progress and looking at two separate programs, a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes.

NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator will probably follow the 1033 standard.

(f) Rescue Series -- Structural Collapse:

No pilots scheduled as yet.

(g) Rescue Series -- Confined Space:

The September class went well with a trip to Merrimack to use the confined space trailer prop as it could not be delivered on site.

(h) Other:

Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established. Hopefully to be established this meeting.

- (1) NFPA 1001, Standard for Fire Fighter Professional Qualifications (2002 edition): Commissioner Butts was absent.
- (2) NFPA 1021, Standard for Fire Officer Professional Qualifications (2002 edition): Commissioner O'Keefe said that their first Visiting Committee meeting is scheduled for Thursday, October 30, 2003, and he has coordinated it with Captain Dean Chandler.
- (3) NFPA 1041, Standard for Fire Service Instructor Professional Qualifications (2002 edition): Commissioner Carrier reported that he is coordinating with Captain Dean Chandler for this Visiting Committee. They are also meeting on Thursday, October 30, 2003 after the NFPA 1021 meeting as some people are on both Visiting Committees.
- (4) NFPA 1002, the Aerial Apparatus section of Fire Apparatus Driver/Operator Professional Qualifications needs to be brought on line as soon as possible, and a Visiting Committee needs to be established.

- (5) Director Mason asked Commissioner Nelson if we are ready to assemble a Visiting Committee for NFPA 1051, Standard for Wildland Fire Fighter Professional Qualifications. Commissioner Nelson replied that it is on hold as they are not prepared to go ahead yet because of the personnel changes being made in his office. Director Mason asked that it be added to the agenda as a reminder.

Item 7. Academy Awards. Commissioner Cartier reported that five Academy Awards will be presented at the ceremony on November 6, 2003. Recipients will be Chief Stephen Allen, Lebanon; Chief Mark Dellner, Rochester; Deputy Chief Michael Mansfield, Nashua; Chief Richard Marinucci, Farmington Hill, Michigan; and Captain Arthur “Ted” Starkweather (Retired), Franklin.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #73 covered the following subjects: 1) Academy Awards, 2) Fire Act Grant, 3) NH Fire Service Committee of Merit, 4) NFA Courtroom Testimony, 5) Secretary of Homeland Security, and 6) Entrance Test.

Further comments on these items included:

- 1) Director Mason explained that Chief Allen will receive his Academy Award for his role in the development of our ICS program; Chief Dellner for the Leadership program, and he was one of the first certified Fire Officers in the State; Deputy Mansfield for the Rescue programs; Chief Marinucci as he is President of the International Association of Fire Chiefs, and promoted the Chief Fire Officer Designation; and Captain Starkweather for the Driver/Operator—Pumps programs.
- 6) The Entrance Test was very expensive to put on as there was a lot of training involved. The cost will go down in future years.

Other items discussed were:

- 7) Captain Mike Walsh has resigned effective this month. We have advertised in house, and are waiting to see the applications.
- 8) Chair Duquette and Al Burbank are on the agenda for confirmation at the October 8 Governor & Council meeting. Commissioner O’Keefe and Scott Weden are on that agenda for nomination. Also, Commissioner Russell is seeking a third term.
- 9) The Department of Safety’s new mailing address is 33 Hazen Drive, Concord, NH 03305.
- 10) Fiscal Year Certificates Issued Revenue Generated

2001	2,200	\$268,000
2003	2,500	\$455,000

This is an increase of 16 percent on the certificates issued. In 2001 we were issuing two separate certificates for Hazardous Materials Awareness and Operations. We now issue one certificate as the two programs are done as one.

- 11) The expenditures from our part-time money account should be at 25 percent now, but we are at 42.5 percent.
- 12) The Commission members' reference notebooks have been updated. The Current Committees list has also been updated and is in those notebooks. Tab 10 in the notebooks has all the Attorney General's letters of advise. The minutes from the three Commission retreats are also in the notebooks.

Commissioner Heglund noted that his name should be included on the Nominating Committee.

Director Mason stated that, if anyone else is interested in becoming a member of a particular committee, please let Chair Duquette know.

Director Mason distributed bound copies of the same information that is in the notebooks; these may be taken home for Commission members' reference. He also distributed portfolios from the last National Fire Academy Two-State Weekend.

Commissioner Russell asked if there is somewhere in one of the Fire Academy buildings where the portraits of former Commission members could be displayed. Director Mason said we will see what we can do.

Commissioner Heglund asked about having a group picture done each year. Director Mason replied that it is very difficult to get all the Commission members together at one meeting. Commissioner Nelson suggested making a special plea for everyone to be present at the November meeting when portraits will be done anyways.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. RETREAT ITEM DISCUSSION

Chair Duquette asked that everyone think about a regularly scheduled retreat every other year for goal setting. He said that we could give up a Commission meeting day to hold the retreat. He asked if we want to commit a date at this time. Commissioner Russell said that it's a great idea, and he suggested that they hold the retreat at the Fire Academy. Chief Burbank said that retreats should be held away from formal settings as the success rate is better. Commissioner Russell said that we would have to look at the expense also. Commissioner Nelson stated that it would be very beneficial, and we need to take the time to do the follow up after the retreat. Director Mason noted that the Commission members reviewed every item from the last retreat with the exception of the non-lapse account which is handled by our Business Office. We have addressed everything, and a lot of it has improved.

Chair Duquette said that he will work with Commissioner Murdough, Chair of the Retreat Committee, to come up with some priorities.

Mr. Judge noted that he has participated in a retreat at Wentworth College. There are a lot of State facilities available.

IX. NONPUBLIC SESSION

Commissioner Schlitzer reported that there is no update at this time.

X. GOOD OF THE ORDER

Item 1. Stephen Judge. Chair Duquette presented former Commissioner Stephen Judge with a plaque. Mr. Judge was given a standing round of applause.

Mr. Judge stated that the Commission was the only client he kept from the beginning to the end for the 17 years he was a member. He noted that the Commission is close to his heart.

Item 2. Paul Fortier. Chair Duquette presented former Chair Paul Fortier with a plaque. Mr. Fortier was given a standing round of applause.

Mr. Fortier stated that this Commission is very close to his heart. He said they should contact him if there is anything he can do. He was very glad to be here. He also told new members not to get used to the time of today's meeting, stating that the brevity is unusual, especially if a dead horse is pulled from the closet!

Item 3. From Commissioner Nelson. Commissioner Nelson reported that there was an article on the early release of the Governor's report. Closing of mostly all manned fire towers. His Division is working to offset that report. They are continuing to do so. The formal report is due out next month. The day they went to the fire towers they were closed. Provided them with the schedule of days off and gave them directions. Better than one-half the time they visited on the scheduled days off. Better than one-half said the grounds, etc. were in good shape. They are trying to come up with other information from other states. So far our program costs less. Not looking to rally the troops at this time; do not contact legislators. Trying to refute the report and looking at alternatives. Tower dedication programs helped to strengthen the Division's case.

XI. ADJOURNMENT

Motion was made by Commissioner Russell, seconded by Commissioner O'Keefe, to adjourn at 11:20 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 10/02/03
2. Minutes of Meeting 09/04/03, Not Approved
3. Director's Report #74
4. US Fire Administration FY 2003 Award Recipients through 09/26/03
5. Curriculum Status Report 10/02/03
6. Motions Passed and Committees Established Fiscal Year 2003
7. Number of Personnel Certified 07/01/03-10/01/03
8. Minutes of Special Meeting 07/01/03 - Approved
9. Minutes of Meeting 06/05/03 - Approved